

Adi Liberman & Associates

Internship Opportunity

Job summary

Adi Liberman & Associates is seeking an intern to work on a variety of environmental policy, advocacy, and communications projects. Although this position is unpaid, future paid opportunities may become available.

Summary of essential job functions

As part of your internship responsibilities, you may be asked to support our team in the following ways:

- **Conduct Research:** Our projects often require research and analysis on environmental, public policy, local government, green business and public health issues.
- **Writing & Editing:** Our team drafts reports, produces memos, or other texts that require strong writing skills and a basic understanding of regional environmental and policy issues.
- **Prepare and Attend Team & Client Meetings:** Many of our projects require relatively frequent team meetings in order to update clients, develop strategy, and coordinate efforts internally and with other consultants.
- **Outreach & Advocacy:** Some of our projects include outreach and advocacy components in which you may be asked to work directly with government officials/agencies, community groups, business leaders and other project stakeholders.

Preferred Qualifications

- Experience with public policy and environmental issues
- Working towards an undergraduate or graduate degree in urban planning, public health, environmental science, geography or a related hard science.
- A strong interest in local and regional public policy.

Abilities required

- Strong Writing Skills
- Strong Communications Skills
- Ability to Self Manage and Work in a Flexible Office Environment

Contact

Email resumes to info@libermanassociates.com; or for more information visit www.libermanassociates.com

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.